



Natural Resources Conservation Service
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September 2, 2003

OKLAHOMA BULLETIN NO. OK360-3-19

SUBJECT: PER – Oklahoma Partnership Awards Program

Purpose: Recognize employees outside NRCS that have contributed to the Mission of NRCS.

Expiration Date: September 30, 2003

Action Required By: October 1, 2003

Employees are invited to submit nominations for the Oklahoma Partnership Awards Program. The intent of these awards is to recognize individuals outside the NRCS who have contributed to the success in carrying out the agency's mission. These individuals have gone beyond their regular duties and responsibilities in one or more of the categories as described in the Oklahoma Partnership Award Program. These individuals may be conservation district employees, RC&D employees (non-federal), conservation district directors, RC&D council members, tribal government officials, or state and federal agency employees who went the extra mile to achieve building a strong conservation partnership.

The procedures for nomination are enclosed and contain the criteria and categories of awards. Each team will establish a review committee. The review committee will review and recommend to the ASTC (Field Operations) those individuals in each category. Upon the approval of the ASTC (FO) the nominations (winner) will be forwarded to Linda Garabedian, Human Resources Section. HR will then process the certificate and forward to the appropriate ASTC (FO). Teams will then recognize these winners at their Team meeting or other meeting as they deem appropriate.

All team winners, by category, will be maintained by the state office for the annual statewide recognition that will be awarded in early 2004. A state review committee consisting of one State Leadership Team member, with one representative from each of the 12 Teams will recommend state nominees to the State Conservationist.

If you have any questions, please forward them to Eddie L. Kephart, SAO, at 405.742.1203.

/s/ - (John Glover – Acting)

M. DARREL DOMINICK
State Conservationist

Attachments

DIST: AE

**U.S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE**

OKLAHOMA PARTNERSHIP AWARDS NOMINATION

Standardization of forms and print fonts is required for the benefit of the Oklahoma Partnership Awards Evaluation Committee, which reviews the number of award nominations. A Standardized format makes the job easier and also results in an impartial review process. **Please read the instructions on page 3 thoroughly, before completing the Oklahoma Partnership Awards Nomination process.**

Criteria:

Any NRCS employee may recommend a conservation district director, RC&D council member, an employee of a conservation district, RC&D council, or employee of a state or federal agency that has contributed toward the mission of NRCS. Through their actions and accomplishments these individuals have strengthened the Oklahoma Partnership through special acts and/or deeds that goes beyond that which would ordinarily be expected through their normal duties and responsibilities.

Categories of Recognition:

1. Conservationist of the Year – a partnering employee who has excelled in the development and implementation of conservation planning activities of the Farm Bill. These activities may include providing technical assistance in the plan development as well as assisting the landowner in implementation of conservation practices. Examples may include- number of practices planned and applied, number of clients assisted etc.
2. Conservation Educator- a partnering employee who has excelled in the delivering of Conservation Education to schools, local governments, Tribal Governments, and organizations etc. This may be measured by the number of educational programs presented to schools, the number of public speaking engagements at various organizations; the number of news articles that contributed to the relaying conservation program information. It should include special programs such as fairs, stock shows, TV and radio programs, and newsletters.
3. Director of the Year/RC&D Council Member of the Year - (Two separate categories) these are leadership awards that recognize a district director and an RC&D council member who has established themselves as a conservation leader within their community. The individual(s), through active involvement in the locally led conservation initiative, has contributed to the implementation of the Joint Annual Plan of Work, Five Year Area Plan, or other strategic document and has been successful in exceeding the priorities as identified within these documents. There is documented proof this individual has carried the conservation message to the state and federal legislators. Through their proactive efforts, and by continually telling the story of the need for conservation, this individual has benefited and enhanced the progress of the conservation movement for Oklahoma.
4. Standing in the Gap - This award recognizes those employees who stand in the gap day in and day out. It is through their effort that the interface of federal and state programs are carried out as a seamless network. It is these individuals who continue to be the first line of contact that our clients work through, such as the secretary/program assistant , etc. They are the ones who administer the office, provide secretarial duties, answer the phones and questions, and indeed permit NRCS and other partners to accomplish the mission of each agency mission area. These duties include support for NRCS, such as office support, computer support such as data base maintenance, conservation plan maps, contract documentation, filing, and arranging meetings, etc.

INSTRUCTIONS

- Nominations must include an original and three copies printed back to back.
- Each copy must be three hole punched.
- Attachments or continuation sheets will not be accepted.
- Use font sizes and type no smaller than Times New Roman 12 point.
- Provide the phonetic spelling from any name subject to mispronunciation.
- Show nominee's name exactly as it should appear on plaques or certificates (No nicknames).
- Citations must not exceed 30 words and be written in plain English. The following are examples of acceptable and unacceptable citations.

Acceptable: Jane Doe developed a Conservation Education Team, resulting in the delivery of 8 Conservation Education Field Days reaching more than 1,500 7th and 8th graders in _____ County CD.

Unacceptable: John Doe is recognized for his outstanding grass planting initiative for FY 2002.

- Every word must be spelled out throughout the narrative. (DO NOT use acronyms or abbreviations.)
- Detailed Basis for Nomination – Narrative information is limited to the space provided in the Oklahoma Partnership Awards Nomination form. The contribution must have occurred within the last year. Use nontechnical language; clearly describe the significance of the contribution.
- Nominations must include contact information (Part D, Page 6).
- AVOID: general or vague statements; emphasizing job responsibility rather than accomplishment; in-house terminology and technical language; statistics without using a comparison; retirement testimonials, long-winded statements and excessive superlatives; and descriptions of outside personal activities.

ALL INFORMATION IS REQUIRED FOR THE NOMINATION TO BE CONSIDERED. DO NOT ALTER THIS FORM IN ANY WAY. ALTERED FORMS WILL NOT BE ACCEPTED.

Our policy prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status, or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE OKLAHOMA PARTNERSHIP AWARDS NOMINATION <i>Read the instructions on Page 2 thoroughly, before you complete and submit this nomination form.</i>	DATE
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PART A. GENERAL INFORMATION (To be completed for all nominations)

NAME OF SUBMITTING AGENCY	TYPE OF RECOGNITION (Mark (X) one only) <table><tr><td><input type="checkbox"/></td><td>Individual</td><td><input type="checkbox"/></td><td>Group (2 or more)</td></tr></table>	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Group (2 or more)
<input type="checkbox"/>	Individual	<input type="checkbox"/>	Group (2 or more)		
IDENTIFY INDIVIDUAL NOMINEE OR GROUP NAME	PERIOD OF PERFORMANCE COVERED (month/year) From: _____ To: _____				

AWARD CATEGORIES - THE OK Partnership AWARD FOR: (Mark (X) one only)

<input type="checkbox"/>	Conservationist of the Year
<input type="checkbox"/>	Conservation Educator
<input type="checkbox"/>	District Directors, or Agency Official of the Year
<input type="checkbox"/>	Standing In The Gap
<input type="checkbox"/>	RC&D Council Member,
<input type="checkbox"/>	

SUGGESTED CITATION - 30 words or less

PART B. INDIVIDUAL ONLY (Complete items 1 thru 8.)

1. NAME (last, first, middle initial)	2. PHONETIC NAME SPELLING (if applicable)	3. SEX
4. POSITION TITLE	5. FEDERAL GRADE OR STATE/COUNTY SALARY LEVEL	6. OFFICIAL DUTY STATION (city & state)
7. LEGAL RESIDENCE (city & state)	8. CONGRESSIONAL DISTRICT NO. (optional)	

PART C. DETAILED BASIS FOR NOMINATION (To be completed for all nominations in the space provided on Page 6, and 7)

All Partnership awards nominations must clearly describe the significance of the contribution being recognized, any goals achieved, how the quality of performance substantially exceeds normal job expectations, and indicate any measurable or non-measurable benefits.

PART D. CONTACT INFORMATION

NOMINATOR	NAME	E-MAIL	
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
NAME OF INDIVIDUAL NOMINEE, OR GROUP LEADER	NAME	E-MAIL ADDRESS	
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
SURVIVOR INFORMATION (POST HUMOUS AWARD)	NAME	E-MAIL	
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.

PART E. APPROVAL PROCESS (Review/Clearances)

Submit nominations through District Conservationist and the appropriate Assistant State Conservationist (Field Operations). Nominations will then be forwarded to the Team Partnership Award Committee for their review and approval.

The District Conservationist and the Team Partnership Award Committee must ensure the validity of all accomplishments. Screen all nominations for equal employment opportunity violations and disciplinary actions. Once selected, Partnership Award recipients will be submitted to the Human Resources staff who will prepare the certificate and award.

For all nominations, complete items 1 thru 3 below.

1. SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE
2. SIGNATURE OF ASTC (Field Operations)	TITLE	DATE
3. SIGNATURE OF State Conservationist (optional)	TITLE	DATE

Group nominations with individuals other than the agency submitting the nomination should have concurring signatures.

1. SIGNATURE OF CONCURRING AGENCY (optional)	TITLE	DATE